

**Judicial Council of California  
Administrative Office of the Courts  
Center for Families, Children & the Courts**

**Access to Visitation Grant Program  
Applicants Workshop for RFP Fiscal Year 2001–2002  
May 1 and 2, 2001**

**Administrative Office of the Courts**

Shelly Danridge  
Charlene Depner  
Terri Harris  
Youn Kim  
Lucy Smallsreed

**May 1, 2001**

**Attendance for Southern California**

Kathleen Kress, Kern County  
Linda Louie, Los Angeles County  
Connie Brewer, Orange County  
Sherri Quadri, San Bernardino County  
Nancy Stevenson, San Bernardino County  
Robin Young, San Bernardino County  
Velma Chan, Santa Barbara County

**Teleconference Participants**

Vahan Hovsepian, Butte County  
Edna Hill, Lassen County  
Karen Van Patten, Riverside County  
Claudia George, Sacramento County

**May 2, 2001: Attendance for Northern California**

Martha Rosenberg, Contra Costa County  
Glen Loutey, Napa County  
Neva Rico, Napa County  
Sande Fowler, Sacramento County  
David Duffy, San Francisco County  
BJ Herran, San Francisco County  
Sandy Clark, Santa Clara County  
Jenny Middleton, Shasta County  
Toni Novak, Sonoma County  
Alma Corimble, Yolo County

**Teleconference Participants**

Diane Godlmon, Amador County  
Kimberley Wilson, El Dorado County

Commissioner Gale Lawrence, Lake County  
Taira St. John, Lake County  
Sally Vaught, Merced County  
Joanne Olson, Mendocino County  
Victoria Lynch, Monterey County  
Mike Schmidt, Solano County

## **Questions From the May 1, 2001, Applicants Workshops**

### ***What kinds of parent education programs is this grant meant for?***

The Access to Visitation Grant Program is meant for specialized parent education programs about protecting children during family disruption. This type of education includes curriculum on parenting skills, the impact of parental conflict on children, how to put a parenting agreement into effect, and the responsibility of both parents to comply with custody and visitation orders. (Fam. Code § 3201(b).)

Access to Visitation grant funds cannot be used for the statutorily mandated orientation to mediation programs. Funding for mandated court-based programs should be sought through trial court funding (moneys added to baseline budget requests under the family and children provisions, "Case Processing"). Counties are encouraged to contact their court administrators or court executive officers about obtaining funding for these services.

### ***There are three different topic areas for the grant. Are you expecting people to apply for all three service areas, or one? How does this work?***

You can apply for any one or all of the three program service areas — parent education, supervised visitation, and group counseling. There is no limit on the number of services for which you can apply.

### ***Can we apply for the three topics under three different applications?***

No. Courts should submit one response to this RFP, in which you can apply for one or more services or topics.

### ***Will special consideration be given if we are providing more than one type of service?***

There is a statute provision (Fam. Code, § 3204(3)) states that special consideration should be given to proposals that coordinate supervised visitation and exchange services, education, and group counseling with existing court-based programs and services.

### ***Can funds from this grant be used for dependency case clients?***

No. Funds from the grant cannot be used for dependency cases, dependency proceedings, or dependency clients. The Access to Visitation funds may be used only for family court clients.

***Should the grant amount be for a wish list of what we want in our program?***

Applicants should ask for what they need. Consider how the grant fund moneys were actually used in the past. The grant award range for fiscal year 2001–2002 will be from \$30,000 to \$80,000. Do not request more than \$80,000.

***Can we request less than the minimum of \$30,000?***

Yes.

***Does the 12-page limit include the charts?***

No. The 12-page limit is for answering the proposal narrative questions and ***excludes*** the charts.

***Do you think 12-pages are enough to answer these questions?***

Yes, we think the 12-pages should be sufficient for these questions. We realize that answers will be shorter for some questions and longer for others. If the page limit seems too low, you can answer in a bulleted format instead of a narrative.

***Where should the program abstract go in the application?***

There is no particular order or place. However, please do not staple or attach the Program Abstract page to the application. You may insert it on top of the application. The Program Abstract will not be scored or evaluated but will be used to provide an informational overview of the proposed programs for the reviewers.

***Is it easier for the review selection committee to see answers in the 1(a), (b), (c) format, or do you want a narrative when we answer these questions?***

It is up to you how you convey the information, but it might be easier for the reviewer if responses were labeled to correspond with questions (that is, 1(a), (b), (c)). In addition, answers can be written in a bulleted format instead of a narrative.

***Question 4: Are you looking for historical demographic information in the past or broader demographic information for the county?***

The response should distinguish between clients for whom the service is designed and clients who will actually use the service. Hopefully you can establish that this will be a good match.

***Question 4: In regard to language, can we use grant funds for translating referral forms or brochures?***

The funds are primarily for direct services in the three specified service areas, but if translation facilitates the provision of services, please provide a justification for the request.

***Question 5: We want to support our subcontractors in their development of training materials and informational products. Can this be included?***

Yes.

***Are the collaborative partners limited to nonprofit organizations?***

Yes. The collaborative partner should be a nonprofit.

***Question 8: What are concept mapping and document analysis?***

There is no one correct method of program evaluation. The right method for a particular program depends on the nature of the program, its goals and resources. Your method should provide a clear and simple indication of whether the program is doing what it was designed to do. Document analysis and concept mapping are two of many alternative methods that may be used to assess program performance.

Document analysis includes analysis of case files and/or administrative records to analyze the impacts of a program on cases served, time to resolution, and other performance measures.

Concept mapping is a method used to reach consensus among stakeholders about a program's structure and performance objectives. The concept map is a graphic image that serves as a "blueprint" for implementing and evaluating the program.

Reference:

W. Trochim, *The Research Methods Knowledge Base*.

***Question 7: Monitored visitations can vary depending on a court order. They can be one, three, four hours. How do we list this in the chart?***

For this chart, indicate the typical length of time devoted to each session.

***Question 9(a): If Access to Visitation is the only funding source, is this where it is listed?***

Yes.

***Question 10: Should the estimated costs for program services include in-kind also?***

Yes. What we want to find out is what it would really cost to run your program. The estimated costs for program services should include the overall program operations, staff time, administrative overhead, intake, client interviews, and so on.

The federal request and in-kind match should come out to be same when compared with the estimated costs for program.

***Question 10: What do you mean by the sliding scale fee for clients in the chart?***

A sliding scale is a schedule of fees that vary, usually according to the income of the client.

***Do you need 12 copies of Appendix B and every attachment?***

Yes. For question D, it is preferable to attach a syllabus or table of contents of the training material or manual instead of the whole manual.

***Who fills out Appendix F, page 3?***

Each subcontractor should fill out the revenue information for his or her organization and the project. This form does not have to be used if the subcontractors already have a revenue income list which can be attached. All subcontractors must provide this information, whether you have one or three.

***On page 43 under B, Activity, question 4, what is the distinction between monitored visitation and supervised visitation?***

These are activities that are on the federal year-end report.

The federal government gives the following definitions:

Monitored visitation involves an outside individual's recording whether or not visitation has occurred.

Supervised visitation is a court-ordered visitation after allegations of abuse or other situations involving acrimony, in which an outside individual is present during the visitation session, watching participants.

For purpose of the reporting forms, we are using these definitions. We know supervised visitation is defined differently by California statute.

***On page 43 under B, Activity, why are other activities such as mediation included?***

The End of the Year report form, Appendix I is generated by the federal government. The federal access-to-visitation grants have a broader number of topic activities, but for California, as a result of Assembly Bill 673 (Honda), grant funds are limited to only three topic service areas: supervised visitation, parent education about protecting children during family disruption, and group counseling.

***Are there templates or forms that are on disk or available electronically?***

Yes. If you cannot download materials from the Web site, please contact our office, and we can mail a disk with a Microsoft Word document of the RFP, which has all the forms.

***Do the three letters of support have to be from different sources?***

No. Letters of support can be from judicial officers, attorneys, board of supervisors members, advocates, private agencies or public organizations, and professionals.

## **Questions From the May 2, 2001 Applicants Workshop**

### ***If we have two different programs, such as a parent education and supervised visitation, do we need two statements of need?***

Describe the needs for each program if two different categories of clients are targeted. For each proposed program, you must discuss each proposed program service.

### ***If we are collaborative at different sites, do we need to answer each question for each site?***

No. You should provide a description of the exceptions. It is easier to describe the general model applied to the programs and then describe the exceptions, so that the same information need not be repeated several times.

### ***In answering question 4 and any other questions, can we refer to existing and past programs for data?***

Yes. Describe clients served, not clients for whom the service is designed. For new programs, use the data that were the basis for your program design.

### ***Is Appendix B similar to the past-year RFP?***

Yes. All subcontractors who will provide supervised visitation need to fill out this form.

### ***Does Appendix B (Uniform Standards of Practice for Providers of Supervised Visitation) apply only to the professional providers of supervised visitation?***

Both professional and nonprofessional providers of supervised visitation must comply with the Standards for Supervised Visitation.

### ***Do the nonprofessional providers have to fill out Appendix B?***

Nonprofessional providers do not have to complete Appendix B, but the applicant court or county program administering the program for nonprofessional providers must fill out Appendix B to certify that the nonprofessional provider is informed of and following the Uniform Standards of Practice for Providers of Supervised Visitation.

### ***When is the application deadline?***

The application needs to be in the AOC office by 5 p.m. on June 29, 2001. No facsimiles or e-mail submissions are permitted. Applications that are late will not be reviewed.

### ***Does the application checklist need to be included?***

No. The checklist has been provided for your benefit and does not need to be included in the application.

### ***If we are planning a supervised visitation program, how do we assess our success in ensuring the health and welfare of the child?***

There are many options. Some people who can evaluate whether this program is working are court personnel, judges, mediators, parents (through a feedback survey), and community members. Their answer should be linked to your goals and how theirs fit into the programs of your court. What are the goals you are trying to meet? How do you know you met them? The answer could be evidenced by something simple as a letter of endorsement from the community or conversations with judges in your court. We just want to know how you know that this program is making a difference.

***Can the court subcontract directly with a private therapist to provide therapeutic visitation services, or does the court have to have a nonprofit organization hire the therapist for therapeutic visitation services? What if a nonprofit organization is not available?***

One criterion for the selection for funding is the number of clients served. If private therapist will be used for therapeutic visitation, build a case for this choice and explain how services will be delivered.

***In regard to short-term and long-range goals, what do you mean by “short-term” or “long-range”?***

Short-term goals are a short set of objectives (very pragmatic) for the grant-funded year—12 months for this grant period. Long-range goals are policy goals that apply longer than 12 months and more difficult to evaluate,

***We have county demographics and the population referred by the family court, but not necessarily the demographic information of client receiving the services. As a past grantee, can we use the information we have been collecting for the quarterly and federal report?***

Yes. For new programs that have not provided this information, you can give information from your assessment that a program is needed in your court. You can discuss for whom the program is being planned.

***Should the three letters of support be from different sources, such as three judges?***

There is no requirement for who writes the three letters of support, but it might be better to show a broader base of support by providing three letters of support from different sources. The main point is to illustrate how the program is viewed by colleagues or stakeholders.

***If we have three different programs, do we have to have three letters of support per program or is it three letters of support for the collaborative?***

A total of three letters is required. The strongest response would have letters that demonstrate a broad base of support.

***Question 6 (b): What do you mean by “collaborative relationship with the community”? Does this refer to nonprofit organizations only?***

Question 6 addresses how your program coordinates and interacts with the community you are serving, including how both nonprofit and for-profit agencies and advocacy groups and not just organizations with which you subcontract for services.

***Question 7: What should we do for collaborative in the chart? Do you want a list or chart for each service provider?***

Yes. Please provide a broken-out list or chart for each service and nonprofit organization.

***Where should the intake/orientation hours for visitation or exchanges be counted? Should they be reflected in the chart in question 7?***

The intake/orientation times should **NOT** be in the chart in question 7 which addresses only the direct service hours for the client. The intake or orientation hours can be captured in the cost-effectiveness chart in question 10.

***What are the distinctions between one-on-one supervision, multiple family group supervision and therapeutic supervision?***

These types of supervision are defined as follows:

One-on-one supervision is defined as court-ordered supervised visitation with one family in which the supervisor just observes the interaction among the parties.

Multiple family group supervision has one supervisor observing multiple families at one time during the visitation.

Therapeutic supervision visitation (as defined by the federal End of the Year Report Form) involves a “counselor” facilitating interactions between the noncustodial parent and the child.

***Do we need to rewrite the questions in the RFP response?***

Number each question, but you don’t have to rewrite each question if you need the space for your answers.

***Question 9(d): [By “expanding the program”] do you mean expanding the types of services or the number of families served, or any of this?***

It can be either of the above, but we were thinking about services.

***Is question 9 not applicable to new programs?***

You can discuss the development plan for a new program. Discuss whether there are other sources of funding you are pursuing for this program, both currently and in the future.

***Question 10: What are court approved sliding scale fees?***

These are the fee schedule that the court has approved. You can attach it.



***How do we show that the court has approved the fee schedule? What documentation do you need?***

We are looking for some indication that the court has approved the fees for services, whether it is in a letter by the court administrator or in a brochure.

***What kind of details do you need for the sliding scale fees? Should we include the income eligibility scale with fees?***

A chart with a fee schedule broken down by the income eligibility is acceptable.

## **Budget Questions**

***What are indirect costs?*** Do we need to have a figure in this category?

Indirect cost should not exceed 10% of direct salaries. I recommend not putting an amount in this category because most generally costs can be directly charged. These grants are not big enough grants and I would suggest direct coding costs whenever possible.

***Do we need to have a figure in the indirect costs category?***

No. There is no obligation to put any figure in this category. If the lead court does not have direct salary, indirect cost is no more than 10 percent. We are going to remove the 10% as of next year because of the confusion.

***Can the Access to Visitation funds be used for court personnel's salaries?***

The salary figure for court personnel should be indicated in the match.

***How much information do you need under Subcontract Project Budget—Organizational Budget?***

A brief description of what each category covers will be fine. For example, operating expenses might include telephone, rent, copying, and so on).

***What is the difference between the organizational budget and the project budget in Appendix F, page 2?***

More than likely the subcontractor will be a nonprofit organization. Supervised visitation (for example) might be only one service out of several that they provide. We just want to get a sense of the size of the organization.

***What is the definition of “subcontract”? In Sacramento County, we contract with the county courts in our neighboring counties, and these courts subcontract with the nonprofits instead of our subcontracting with the nonprofits directly. So, for Appendix F, page 2, do you want the county court's budget or its subcontracting agencies? Who is the subcontractor?***

The courts are the subcontractors. However, Sacramento should keep all this information.

***Who should fill out Appendix F, page 3?***

The subcontractor (nonprofit organization) should fill out this page.

***Where do we put information about the fees in the budget?***

The information can be written in the “earned income” line in the budget forms.  
The earned income line can also be used as match or as cost offset but should be described in the short narrative.

***In Sonoma County, the supervised visitation providers receive money directly from the clients (parents), so the earned money is not reflected in the budget. How should we handle this?***

If the earned money is not part of the project or organizational income, then do not include this, but indicate it in a brief description.